

COLLEGE POLICY: Travel and Other Expenses

Policy ID:	#4-414
Manual Classification:	Finance and Administration
Approved by Board of Governors:	<i>Original:</i> March 8, 1995
Revision Date(s):	June 29, 2005; May 25, 2011; January 24, 2018
Effective Date:	April 1, 2018
Next Policy Review Date:	2020
Administrative Contact for Policy Interpretation:	Vice-President Finance and Administration
Linked to an Operating Procedure:	#OP 4-414, <i>Travel and Other Expenses</i>

Policy Statement

This policy is intended to ensure compliancy with Ministry expense directives and the College's integrity with regard to the spending of public funds.

Purpose

The purpose of this policy is to:

- set out rules and principles for the Reimbursement of travel, meals, hospitality and other expenses to ensure fair and reasonable practices;
- provide a framework of accountability and transparency to guide the effective oversight of public funds in the Reimbursement of expenses that support College objectives; and
- ensure that Fleming College complies with the Broader Public Sector Expenses Directive.

Scope

This policy applies to all College employees, Board members, appointees, volunteers, consultants and contractors engaged by the College.

Definitions/Acronyms

Reimbursement: Includes employee expense statements as well as College credit card statements.

General Principles

1. The College recognizes that all employees, Board members and appointees should be reimbursed for appropriate travel and related expenses.
2. The College will adhere to all Ministry expense directives.
3. Specific procedures shall be developed in order to ensure prompt and accurate payment and to maintain financial control and record of such disbursements.
4. The President has the authority to establish additional rules regarding expenses and may modify the rules or level of approval upward to a more senior level.

Related Documents

- Broader Public Sector Expenses Directive
- Administrative Operating Procedure #OP 4-414, *Travel and Other Expenses*
- Board Procedure #BP-002, *Expenses Regarding Governor Travel*

Appendices

N/A

History of Amendments/Reviews:

Section(s)	Date	Comments
Policy created	March 1995	<ul style="list-style-type: none">• Board approval of policy (Resolution BoG March 8-1995 #7)
Changes to flat rates on expense forms, resulting in revision to policy	June 2005	<ul style="list-style-type: none">• Summer recess, processed via the Board Exec. (Resolution Exec June 29-2005 #4)(Resolution BoG Sept28-2005 #11)
Revisions to College Expenses Directive required to comply with Broader Public Service Expenses Directive	March–May 2011	College Expenses Directive was linked as an attachment to this policy <ul style="list-style-type: none">• Board approval of policy (Resolution BoG May 25-2011 #3)
College Expenses Directive – an element of the policy – was reviewed and revised	March 2013	No change to the policy, only the Directive <ul style="list-style-type: none">• Board approval of Directive (Resolution BoG March 27-2013 #4)
Updated format (separation of Directive from policy)	June-December 2017	<ul style="list-style-type: none">• Board approval of policy (Resolution BoG Jan24-2017 #4)